

SULLIVAN COUNTY DEPARTMENT OF SOCIAL SERVICES
POLICY AND PROCEDURES FOR INDIGENT BURIALS

1. Direct Burials:

A direct (immediate) burial shall include: All local travel of the remains, staff services, securing of necessary authorizations, casket, grave, grave opening, death certificate, vault liner if required and any other service required by law. Funeral director will oversee requests for Military Honors, Honor Guard, and local Color Guard when requested by family for Veteran.

Adult Cemetery costs: up to \$1,800

Stillborn – 5 years: up to \$800 (6 years and over will be an adult reimbursement)

Burial plot – reimbursed up to \$500 with a receipt

2. Direct Cremation: A direct cremation shall include: All local travel of the remains, staff services, urn, securing of necessary authorizations including the crematory fee and any other service required by law.

Adult Direct Cremation: up to \$1,200

Stillborn – 5 years: up to \$800 (6 years and over will be adult reimbursement)

Crematory fee – reimbursed up to \$500 with a receipt

3. Burial: Pick up out of county transportation rate:

Transportation - \$2.00 per loaded mile to point of destination within Sullivan County.

Maximum rate of \$150.00.

4. Cremation: Crematory travel expense outside of Sullivan County

One-time flat rate - \$150 with crematory receipt

5. Purchase of additional services by non-legally responsible relative/friend:

Non-legally responsible relatives/friends of the deceased are able to purchase additional services directly from the funeral director. This includes visitation, funeral or memorial service. These additional costs incurred are the responsibility of the non-legally responsible relative/friend and shall not exceed \$1,200.

Purchase from non-legally responsible relative/friend: not to exceed \$1,200.

6. Collection of Funds:

The Sullivan County Department of Social Services will be responsible for the research and identification of available assets to be applied to burial/cremation costs with the assistance of the funeral home. The Funeral Director, assisted by the Sullivan County Department of Social Services, will be responsible for:

- Obtaining pending resources/ balances in available accounts. This includes but is not limited to nursing/adult homes, financial institutions (single/joint), representative payee, no-fault, crime victims, any property currently owned, monetary donations, death benefit, etc.
 - By resolving any issues presented including completing a 1310 affidavit in order to have these funds released directly to the funeral home. Sullivan County Department of Social Services will not be held liable to pay or make up for the account balances.

In the case of available assets:

Sullivan County Department of Social Services approval and payment will be made for the burial/cremation cost LESS any readily available balances of these assets or pending resources.

Final approval of an application is contingent on verifying need and in no case will approval be made if the indigent deceased or legally responsible relative has resources in excess of:

- Indigent BURIAL rate plus additional expenses totaling \$2,450.00
- Indigent CREMATION rate plus additional expenses totaling \$1,850.00

General Policy:

Indigent burials must be prior authorized by the County. **NO EXCEPTIONS WILL BE HONORED.** Failure to obtain prior approval from the County will result in denial of payment. A member of the family or a representative will be required to complete a DSS burial application and a face-to-face/phone interview with an agency representative in order to determine eligibility. In cases of an unclaimed deceased individual, the agency will act as representative.

PLEASE NOTE: A LDSS Supplementation Acknowledgement Statement must be completed and submitted with the Itemized Funeral bill of Goods and Services on all cremation/burial requests. If no supplementation payments are made the form must be completed and submitted that no additional payments were made and if a non-legally responsible relative/friend purchases additional services this form needs to be checked that they are not legally responsible and the cost did not exceed \$1,200.

The Funeral Director shall be responsible for providing the burial/cremation of the deceased according to current laws and regulations and, as far as practicable, in accordance with the decedent's religious convictions and affiliations. **The Funeral Directors agree to provide the Services under the terms of this policy wholly and not to bill, or seek reimbursement from family members for additional costs not included under this policy.**